



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

February 5, 2009

Michael Dominick, President/Plant Manager
Barton Brands of California, Inc.
2202 East Del Amo Blvd.
Compton, CA 90220

Dear Mr. Dominick:

RE: FINAL MONITORING REPORT for BARTON BRANDS OF CALIFORNIA (ET07-0222)

Date of the Visit:	02/05/09
Beginning/Ending Time:	9:30 a.m. – 11:30 a.m.
Date of Last Visit:	06/12/08
Visit Location:	Compton
Persons in attendance:	Jose Quinto, Packaging, Quality & Safety Manager Margarita M. Paccereilli, ETP Contract Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	01/02/07 – 01/01/09	Agreement Amount:	\$34,020
Training Start Date:	01/08/07	No. to Retain:	18
Date Training must be Completed:	10/01/08	Range of Hours:	24 - 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	105

FINAL REPORT SUMMARY

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on February 21, 2007 and training began on January 8, 2007. You reported that all training was completed on August 16, 2007, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement – January 1, 2009.

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5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
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Since the inception of this Agreement, ETP approved the following changes:

- Amendment No. 1, executed on July 24, 2007, increased the maximum class/lab hours to 100. Based on training needs, the company has determined that two to three trainees will need up to 100 hours of class/lab training because of new equipment recently installed at the company. There was no change to the Agreement amount.
- Amendment No. 2, executed on December 24, 2007, extended the ending term date by 12 months due to an unanticipated increase in production demand, which made it impossible to complete the required training within the original term of the Agreement. This amendment also increased the maximum training hours to 200.
- Amendment No. 3, executed April 22, 2008, added \$14,580 to the Agreement amount. Barton has implemented new strategies, such as cross-training of employees and inventory control with the use of new handheld scanning device, in which training is required for its implementation.

• **FINAL PROJECT STATISTICS**

Your Agreement contains a variable training plan, which means that reimbursement will be based on the total actual number of training hours completed by each trainee between 24 and 200 training hours. There will be no reimbursement for any trainee who does not complete a minimum of 24 hours of training from the approved curriculum.

Based on the data obtained from the ETP Online Tracking System, there are 19 trainees who met the minimum class/lab training hours. The system also shows that 1,915.81 hours have been provided to date, all of which are eligible for reimbursement assuming all Agreement requirements are met. This will result in projected earnings of \$34,481. Since your company has received \$27,880 in progress payments, you will receive an additional \$6,601, if the anticipated number to retain is verified during the final fiscal closeout.

• **INTERVIEW WITH CONTRACTOR'S REPRESENTATIVES**

Mr. Quinto reported that he did not encounter any barriers in implementing the Agreement or any problems with the ETP recordkeeping. He stated that ETP staff was very helpful in providing assistance in the administration of this project. He also stated that the ETP Online system is user-friendly and accessible anywhere at anytime.

When queried as to the benefits of this training, Mr. Quinto reported that the ETP program provided the company a formalized, structured training, which would not have been possible without the ETP funding. He also stated that the ETP program was a job saver, because it provided cross-training to employees making them versatile and eliminated downtime in the production line.

PROJECT STATISTICS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	25	Currently in Training:	0
Trainees Enrolled:	25	Completed Training:	19
Dropped Following Enrollment:	6	Completed Retention:	19

The project statistics provided by your staff matches those listed on the ETP Contract Status Report.

TRAINING RECORDS

During this visit, the Analyst conducted a random sampling of seven trainees who completed training. Records show that these trainees completed between 27.50 and 200 total training hours and the completed hours matches those posted on the ETP Online Tracking System. Records reviewed also confirmed that the Agreement curriculum was provided as specified and the ratio of trainer to trainee delineated in the Agreement training plan was adhered to.

The above findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. Therefore, it is your responsibility to ensure that all training records comply with Panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT

Your company will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk review. These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters.

To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Margarita Paccereilli at (818) 755-1317 or by email at mpaccereilli@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on file

Dolores Kendrick, Manager
North Hollywood Regional Office

Signature on file

Margarita M. Paccereilli, Contract Analyst
North Hollywood Regional Office

cc: Jose Quinto, Barton Brands of California (via email)
David Guzman, Chief, ETP Program Operations Division (via email)
Kulbir Mayall, ETP Fiscal Manager (via email)
Master File
Project File

Date report mailed to Contractor 2/11/09